1. Choose the correct answer from the bracket and fill in the blanks.
   (shift, publishers, alphabet keys, record, ESC key, NUM LOCK)
   a. __________________ is used to cancel a menu or a dialog box.
   b. Computers are used by __________________ for designing and printing books.
   c. We can type our name using ________________________________.
   d. The __________________ key is used to type upper symbol on a key.
   e. A __________________________ is a collection of information about a particular person or object.
   f. When __________________ key is ON, you can use the numeric keypad on the right side of the keyboard.

2. State True or False
   a. There are two cursor control keys.  
   b. In a bank, computers are used to make time tables.  
   c. Computers are used for designing clothes, cars, aeroplanes etc
3. Identify the keys

a. 

b. 

c. 

4. Match the following

a. Booking tickets          Electronic mail
b. Animations               A storage device

   Cartoon films

d. CD          Automated Teller Machine

e. E mail      Railway Stations

f. ATM          Hospitals

Teacher’s signature